

SYSTEMWORKS

June 2006

Keeping Employees Informed about the State's New Human Resource Management System



Governor Christine Gregoire reviews her new earnings statement as DOP Director Eva Santos looks on.



SYSTEMWORKS

Welcome to the June issue of **SYSTEMWORKS**.

This online newsletter is a publication of the Department of Personnel.

NEW PERSONNEL AND PAYROLL SYSTEM NOW IN USE AT 24 STATE AGENCIES

On April 10, about 9,000 employees, including the Governor and her staff, received their first pay checks processed by the state's new Human Resource Management System (HRMS).

On July 10, all state agencies will run payroll in HRMS. The Department of Personnel (DOP) was the first agency to begin using the new system in February, and has successfully processed eight payrolls using the new system.

Payroll, personnel and technical staff in the 24 agencies using HRMS continue to play a critical role in the successful transition to the new system. ★

WHAT CHANGES WILL STATE EMPLOYEES NOTICE?

The biggest change most state employees will notice is the larger, expanded earnings statement. The new earnings statement replaces the old small-format "pay stub." The new earnings statement will look like your typical bank statement. It will be printed on letter-sized paper and have more information than the old pay stub. Find a sample of the new earnings statement at <http://hr.dop.wa.gov/EarningsStatement/>.

In addition to a new look, you may notice slight variances in deduction and payment amounts resulting from different calculation and rounding methods used by the new system. For example, HRMS calculates taxes on an annualized basis, rather than per pay period like the old system. Find more information on system calculation differences at: <http://www.washingtonworks.wa.gov/AllEmployeeStuffer1a.pdf>

Although the new system is vastly more efficient than its predecessor, most changes will be behind the scenes and transparent to the average employee. HRMS will:

- Improve the state's ability to manage its human resources
- Provide more and better data
- Increase the capacity for future system enhancements

HRMS provides agencies with better data for planning and decision making and gives employees a better snapshot of their personnel and pay information. ★

If you have not received a new Earnings Statement, your agency has not implemented. This means that you will receive your first HRMS Earnings Statement on July 10.

EXPERIENCE OF FIRST WAVE WILL BENEFIT REMAINING AGENCIES

Now that 24 agencies are successfully using HRMS, they are in a position to provide valuable advice to agencies and employees that will be transitioning to the new system in July, such as:

Term to Know...

Personnel Number: The new system assigns a personnel number to each state employee. This number replaces the Social Security number on state personnel forms. The personnel number is unique to HRMS and poses no identity theft risks.

- **Expect to see more information about HRMS in the coming weeks.** This new system changes the way the state processes employee records. It will touch all state employees, so it's important to pay attention to information coming from your agency and the Department of Personnel. The [WashingtonWorks](http://www.washingtonworks.wa.gov) web site is an excellent resource for employee information.
- **Some agency business processes will change.** Because agency business processes need to line up with HRMS processes, you may see changes in long-term business practices, like reporting changes to your work schedule or reporting your leave.
- **The best information sources about HRMS are in your own agency.** Agency personnel and payroll staff are trained on the new system, and are the experts on your agency's personnel and payroll data. Have patience though, bringing up a new system is time-consuming at first. ★

Coming this fall...

E-RECRUITING WILL CHANGE THE WAY YOU APPLY FOR STATE JOBS

On September 30, Washington State will launch a powerful new web-based job search and application system for use by state agencies, boards and commissions.

Known as E-Recruiting, this next phase of the HRMS project will replace the state's central job postings and online application with a modern system that better meets the needs and expectations of both job seekers and hiring managers.

What does this mean to you?

Rather than applying for a generic job class, you will be able to search for specific job openings based on the criteria that matter most to you, such as location, job type, agency or salary. And, you can search on multiple criteria at the same time.

You will also be able to enter your personal information one time and place your name in a statewide talent pool. Employers searching for someone with your qualifications will be able to access your name and could contact you about job openings that match your skills.

Applicants will need to re-apply

Current applicant information will not transfer to the new system, so job seekers will need to re-apply in E-Recruiting after September 30.

Over the next several months, DOP will begin closing out centralized recruitments that are being conducted on an "until further notice" or "open continuous" basis. The first recruitments to close will be those that are seldom used to fill vacancies. To keep up to date on which recruitments are open, please check DOP's website often (<http://www.dop.wa.gov/jobseekers>).